

HUMAN RESOURCES BACKGROUND CHECK ANALYST

DEFINITION: Under general supervision, performs work of moderate difficulty in coordinating and conducting finger printing, background checks and employee assessments for employees and applicants being considered for appointment to a position designated as a sensitive position; develops and implements background check policies and procedures; ensures compliance with all applicable laws, policies and procedures and funding source requirements; provides training regarding background check policies and procedures and related human resource management programs; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Coordinates and supervises background check, employee assessment and fingerprinting activities for all employees, applicants for employment, volunteers and interns and internal transfers, promotions and reclassification of employees being considered for appointment to a position designated as a sensitive position; develops, implements and amends background check policies and procedures; interprets and explains background check and related human resources policies and procedures; provides technical assistance regarding background check processes, policies and procedures; develops and/or revises related documents and forms; establishes assessment teams and monitors schedule; ensures compliance with all applicable laws, policies and procedures.

Works closely with federal, state and Navajo Nation offices to establish agreements/understandings for finger printing equipment, processing and conducting background checks; develops required legislation authorizing the processing of finger printing cards and conducting background checks; participates in the budget development process to ensure that appropriate funds are available for background checks and fingerprinting.

Develops and maintains an automated tracking system for background checks and employee assessments; ensures confidentiality and compliance with applicable laws, policies and procedures; ensures that all required documents and authorizations for background check are submitted by hiring program; provides guidance to program supervisors regarding appropriate personnel actions and/or grievances in accordance with the personnel policies manual or collective bargaining agreements for individuals with unfavorable background checks.

Develops training materials and provides training to staff and program supervisors on background checks, employee assessment and finger printing processes, policies and procedures; assigns and reviews the work of assigned staff; prepares required reports and correspondence; attends meetings and training to develop and maintain professional competence.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles, practices and trends of human resource management.

Knowledge of laws, policies and procedures pertaining to background checks, employee assessments and finger printing.

Knowledge of principles and techniques of supervision and training.

Skill in comprehending and analyzing organizational and procedural problems and in making sound recommendations and conclusions.

Skill in working with computers and applicable software applications.

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Skill in developing and coordinating improvement to work processes, including work flow. Skill in setting priorities to meet established as well as changing deadlines.

Skill in applying judgment in the release of confidential information.

Skill in researching, compiling and preparing reports and related information.

Skill in oral and written communications and presentations to a wide variety of audiences. Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Criminal Justice, Human Resources Management or related field; two (2) years of work experience in conducting background checks or human resource management.

PREFERRED QUALIFICATIONS:

- Basic Management Training.
- Specialized human resources experience in background checks and employee relations.
- Proficient in Microsoft Office software or other computer applications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.